

MAIN FACS “TIPS & TECHNIQUES”

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Page 1

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IMPORTANT: This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

In this issue:

- **MAIN FACS NEW FUNCTIONALITY – AUTOMATED CREDIT CARD DEPOSITS**

MAIN FACS NEW FUNCTIONALITY – AUTOMATED CREDIT CARD DEPOSITS

To understand more about the new functionality, go to the “What’s New” section on the OFM website <http://www.michigan.gov/ofm>.

New functionality for depositing and reclassifying receipts, when payment has been made to State of Michigan via credit card, will become available on Monday, September 12, 2005. The credit card deposits will be created in a special batch agency, using document type of “9T”, instead of document type “MW” and batch agency “29H”. The agencies that are using the reclassification functionality will also see a document type of “9A” used for reclassification entries. Please see the table below for the new batch agency established for each department. Users should refrain from using this new batch agency and the document type “9T” and “9A” as current document numbers for online transaction entries.

FINANCIAL AGENCY	NAME	BATCH AGENCY FOR CREDIT CARD DEPOSITS
011	Executive Office	01Z
071	DMB	07Z
074	SBA	07Z
078	Capital Outlay	07Z
084	DIT	08Z
085	Strategic Fund	8ZZ
090	OFM	09Z
111	Attorney General	11Z
151	Civil Rights	15Z
191	Civil service	19Z

FINANCIAL AGENCY	NAME	BATCH AGENCY FOR CREDIT CARD DEPOSITS
231	State	23Z
251	HAL	25Z
270	Casino & Gaming	26Z
271	Treasury	29Z
275	Lottery	27Z
313	Education	31Z
331	Colleges and Universities	32Z
332	Colleges and Universities Capital Outlay	32Z
335	Higher Education	33Z
391	DCH	38Z
431	FIA	44Z
472	Corrections	48Z
511	Military Affairs	51Z
551	State Police	55Z
591	Transportation	59Z
641	DLEG	64Z
751	DNR	75Z
761	DEQ	76Z
791	Agriculture	79Z
910	Auditor General	91Z
911	Senate	911*
913	Senate Fiscal Agency	93Z
914	House of Reps	91D*
917	Legislative Service Bureau	917*
918	Legislative retirement System	98Z
950	Judiciary	05Z

* Exception to the rule that the last letter of batch agency is "Z".

To implement the functionality several new profile / inquiry screens and reports have been developed. The new screens are listed below.

1. D90 RCPT CODING ID PROFILE
2. D91 DEPOSITOR ID PROFILE
3. D94 DEPOSITOR ID AND IDENTIFIERS
4. D92 SKU NUMBER PROFILE
5. 90L RCPT CODING ID BY AGENCY LISTING
6. 90U RCPT CODING ID USAGE INQUIRY
7. 91L DEPOSITOR ID BY AGENCY LISTING
8. 92L SKU NUMBER BY AGENCY LISTING
9. 93D SKU RCPT TRANS DETAIL INQUIRY
10. 93S RCPT TRANS SUMMARY INQUIRY

11.93G RCPT TRANS GENERATED INQUIRY

Once the functionality is in production, the F1 key on each screen will give detailed Help Text information.

All agencies processing credit card/CEPAS ACH transactions will be affected by this new functionality. Currently, credit card deposits are done as one entry for the different types of credit cards. In the future, agencies may see as many as three types of credit card deposits (American Express, Discover and Master Card/Visa), in addition to CEPAS ACH. Additionally, there will be separate automated entries for deposits, fees and chargebacks.

The agency implementation can be divided into two groups. The first group is implementing the automated deposits and reclassification functionality completely and has tested their new interface with MAIN FACS.

The second group will not be implementing the automated reclassification functionality at this time but will have their credit card and CEPAS ACH deposits automatically posted to the Deposits Clearing Fund or to the agency specified account coding block identified on the D91 profile, using the new document type '9T' and document/batch agency as mentioned above. Agencies should determine the impact of the new document type to their current processes. This group will need to be familiar with the new profiles and inquiry screens.

The new credit card deposit profiles and screens are explained below:

- The D90 screen will allow users to maintain all coding block elements necessary to generate transactions related to deposits, accrual and reclass entries. The Receipt Coding ID (RCID) of all zeroes will be created by MAIN for all agencies. Accrual TC field on RCIDs (D90) should be used only for Net Deposits related to the SKU number profile. RCIDs for fees should not split by amount.

The D91 and D94 screens allow Treasury to maintain a Depositor ID and link it to ACH identifiers/credit card merchant/association/agency. Each agency will have one or more Depositor IDs. This screen will have Receipt Coding IDs (eight characters) on it. Treasury will set Receipt Coding ID to all zeroes, which will direct monies to the Deposits Clearing Fund. Agencies can change the Receipt Coding ID so that the monies are deposited to some other account coding block. The key to D91/D94 screen is Agency and Depositor ID.

- The D92 screen allows users to maintain a cross-reference between MAIN FACS system generated SKU number and the item being sold by the agency.
- The 90L screen would provide a listing of all Receipt Coding IDs by agency.
- The 90U screen will provide a listing of all profiles that contain a particular Receipt Coding ID.

- The 91L screen will provide a listing of all Depositor IDs by agency.
- The 92L screen provides a listing of all SKUs for an agency.
- The 93D screen may be used by the agencies to see all the sales records sent by the agency recorded in the MAIN FACS system. This screen has multiple keys and filters so that the data can be retrieved in the desired format.
- The 93S screen may be used by agencies to see the activity that has occurred in their Depositor ID at a summary level. This screen has multiple keys and filters so that the data can be analyzed in several different manners.
- The 93G screen will show the generated transaction and the current document number associated with the generated transaction. Both the 93S and 93G screens have the F2 function key available that will take users to the 86 Document Transaction Inquiry screen if the transaction has successfully generated.

Agencies will be able to identify the deposits, chargebacks, or fees automatically deposited into their accounts by the following schema on the 84 screen or DAFR2251:

- The batch type will be “2” and the current document number will begin with “9T”.
- The first seven characters of the reference document number will indicate the Depositor ID, and the last character will be D for deposits, C for chargebacks and F for fees.
- The reference document suffix will indicate the type of credit card: American Express (AMX), Discover (DIS), Master Card/VISA (MSV) and CEPAS ACH (CAC).
- The Invoice Number field will have Receipt Coding ID and Sequence Number.
- The Invoice Date field will have the effective date of the deposit.
- The Vendor Name field will have Depositor ID title and Group Number (a number used to identify transactions).

The following new Reports are available:

1. DAFR1240 RECEIPT INTERFACE FILE ERROR REPORT (to be used by agencies using the new RCPT interface).
2. DAFR1531 SUMMARIZED SKU RECEIPT RECORDS REPORT (to be used by agencies other than Treasury using the new RCPT interface).
3. DAFR1532 RECEIPT LOAD AND SUMMARIZE STATISTICS REPORT (to be used by Treasury and MAIN).
4. DAFR1520 EXTRACTED RECEIPT RECORDS STATISTICS REPORT (to be used by Treasury and MAIN).
5. DAFR1511 GENERATED RECEIPT TRANSACTIONS (to be used by all agencies to check successfully generated receipts transactions).

6. DAFR1512 ERRED RECEIPT TRANSACTIONS (to be used by all agencies to check erred receipts transactions). The transactions that err on this report will have to be either entered manually or included in the subsequent interface file.
7. DAFR1513 RECEIPT TRANSACTIONS STATISTICS (to be used by Treasury and MAIN).
8. DAFR1541 GENERATED RECEIPT FEE TRANSACTIONS (to be used by agencies using the reclassification functionality).
9. DAFR1542 ERRED RECEIPT FEE TRANSACTIONS (to be used by agencies using the reclassification functionality).
10. DAFR1543 FEE TRANSACTIONS STATISTICS (to be used by Treasury and MAIN).

For further detail on the reports, please consult the RSTARS Report Guide on the web.